

CONFIDENTIAL

12 September 1960

MEMORANDUM FOR: Chief, Support Staff, FE Division

SUBJECT : Interim Report - Work Simplification
Study - FE/Security Officer

1. We find that most of the work performed by the FE/
Division Security Officer is of a liaison or advisory nature
and is not subject to the usual work simplification techniques.
Therefore, the attached recommendations are limited to problems
related to maintenance and control of records flowing through
this office. All have been discussed with and agreed to by

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2. Another aspect of the review covered the possible
mis-assignment of functions and duplication of work performed
by other elements of the Support Staff. No such problems
were found. We also reviewed responses to correspondence and
found them to be timely. In view of the above findings, no
meeting with you appears to be necessary but we will be glad
to discuss the report with you, if there are any questions.

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Acting Chief,
Management Analysis Staff
(DD/P Area)

Attachment:
Recommendations

Distribution:
0 & 2 - Addressee
2 - MAS(DD/P)

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